

Manager: Request Feedback

03.16.15

Overview: Throughout every performance review cycle, there will be many opportunities to request feedback about and provide feedback to your employee. Use the STAR approach to improve the quality and effectiveness of the feedback whether it's positive or constructive.

For Positive Feedback:

PROCESS	EXAMPLE
Situation or Task	Last week we learned that our expenditures had to be recalculated for a rush project.
Action	Even though you were very busy, you volunteered to recalculate the numbers and reported the data in an easy-to-read, concise format.
Result	Accounting received the information they needed on-time, and, as a result, our relationship with the entire department was strengthened.

For Constructive Feedback:

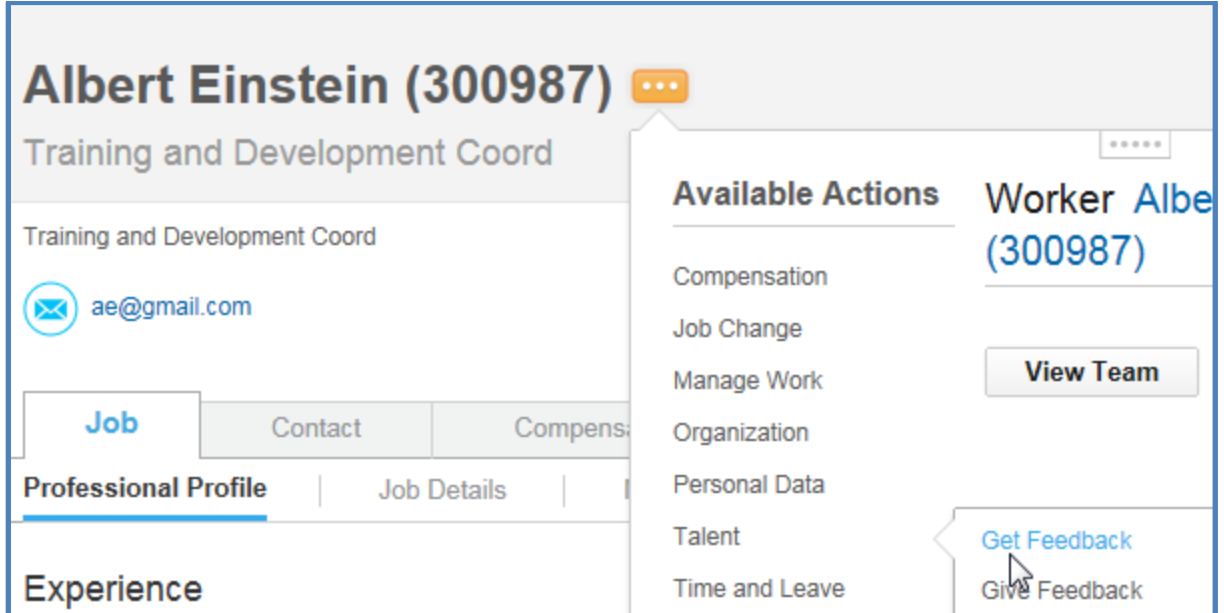
PROCESS	EXAMPLE
Situation or Task	Pat asked for the weekly time-tracking report that was due the first thing this morning
Action	Without offering her an explanation, you told her you wouldn't be able to get the report to her for another two days.
Result	Pat left frustrated and angry.
Alternative	Perhaps you might have shared with her your other time constraints and asked her exactly what information was the most urgent so that you could discuss some alternative approaches.
Result	Pat would have understood your situation better, and the two of you might have come up with an alternate plan.

Enter the worker's name in the Search box.

Select the worker's name from the Search results.

Click the Related Actions to the right of the worker's name.

1. Click **Talent > Get Feedback**.



The screenshot displays the FermiWorks interface for a worker named Albert Einstein (300987). The worker's title is 'Training and Development Coord'. Below the title, there is a contact icon and the email address 'ae@gmail.com'. The interface includes tabs for 'Job', 'Contact', and 'Compensation'. The 'Job' tab is active, showing a 'Professional Profile' section with 'Experience' listed. A dropdown menu titled 'Available Actions' is open, listing various options: Compensation, Job Change, Manage Work, Organization, Personal Data, Talent, and Time and Leave. A 'View Team' button is also visible. In the bottom right corner of the dropdown, there are two links: 'Get Feedback' and 'Give Feedback', with a mouse cursor hovering over 'Get Feedback'.

2. Click Prompt and select the appropriate category to select the Worker(s) and/or Manager(s).

Get Feedback

Get Feedback Albert Einstein (300593) ...

Who do you want to ask? * search

Show who gave the feedback? ☒

Questions

Add

Question *

search

Suggested Workers

Workers by Manager

Workers by Location

enter your comment

Submit

Save for Later

Cancel

Questions

1. Enter the **Question** to ask.
2. Click **Add** to enter additional questions to ask the worker.
3. Click **Submit**.

The feedback is sent to your manager for review and approval.

After the feedback is approved, it is sent to the worker selected to provide feedback.

The worker received a Give Feedback Action item in their FermiWorks Inbox.

1. The worker can provide **Feedback**.
2. The worker can also decline to provide feedback by checking the **Decline?** check box.
3. Click **Submit**.

View Feedback

1. To view the feedback, enter the worker's name in the Search box.
2. Select the worker from the Search results.
3. Click the Related Actions to the right of the worker's name.

To view the feedback, select one of the following:

- View Feedback
- View Feedback by Request
- View Feedback Given to Others

Feedback Received Albert Einstein (300593) ...				
<div>Get Feedback</div>				
	From	Feedback	Question	Date
Q	Martha Stewart	Albert was always on time and available to assist other team members complete	How did I contribute to the successful completion of the project?	10/06/2014

The requested feedback displays.